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## ANSWERS

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### 1a. How do I know if I am eligible for graduation?

You are eligible if you have qualified and your final degree result has been posted on Qsis. Your final result will be displayed underneath your exam results and this must be visible before you can gain access to the graduation registration page.

Students who have deferred graduation from July and December are also eligible to graduate.

If you have completed a Postgraduate Diploma or a Certificate course (excluding Nursing), you do not need to register and your certificate will be posted to you.

Please ensure that any suspensions have been cleared.

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### 2a. How do I apply to attend graduation?

You cannot register for graduation until you have been awarded your final classification/result and all outstanding fees (if any) have been cleared.

If you are eligible to graduate, you should register your intention to attend through the Graduation Registration Wizard:

- Qsis (<https://qsis.qub.ac.uk>)
- Self Service
- Degree Progress/Graduation
- Register for Graduation

Degree students may defer graduation twice only, except for MB and BDS students, who may only defer once.

**Please ensure you check the website for the registration period i.e. when the wizard is accessible and when it will be closed.**

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## **2b. I am unable to attend my graduation ceremony, what should I do?**

You must register as “In absentia” by following the normal registration process through:

- ➔ Qsis (<https://qsis.qub.ac.uk>)
- ➔ Self Service
- ➔ Degree Progress/Graduation
- ➔ Register for Graduation

If you choose to graduate in absentia, your award Certificate will be posted to your home address following the ceremonies. **Please ensure that your address on Qsis is correct to ensure correct postage.**

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## **2c. I need to make a change on the registration form!**

Please ring the Student Records and Examinations office at **02890 97 3223** or drop by in person and let us know what needs to be amended.

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## **3a. When and where do I collect my tickets?**

To collect your tickets and gown, you must produce your reference page with proof of payment by web or stamped by the finance department. The reference page will be available for printing on completion of registering for graduation.

The reference page will indicate when to collect your tickets and they can be collected from the Information Desk, Level 1, Student Guidance Centre.

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## **3b. Do I need a ticket for graduation?**

If you are graduating, you will not require a ticket for the ceremony; however you will need a ticket for the garden party which will be issued along with your guests' tickets.

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### 3c. If I can't collect my tickets at the specified time, what can I do?

You can ask someone to collect them on your behalf providing that they produce your reference page and identification.

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### 3d. How many guests' tickets can I have?

Each graduand is automatically issued with 2 guest tickets; this system is then fair to ALL graduands.

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### 3e. Can I apply for extra tickets?

Additional tickets may be requested but these are **not guaranteed**. The choice can be made at the point of on-line registration. Please go back on to your on-line graduation reference page on Qsis to check if you have been allocated any extra tickets. These are normally adjusted 24-72 hours before collection of tickets and gowns.

Please note that there is no charge at present for additional tickets.

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### 4a. What do I wear at my ceremony, what is the dress code?

Graduands taking part in the Graduation Ceremonies must wear the gown and hood of the appropriate degree. To see photos of the academic gown and the colour associated with your subject discipline, visit the page on our website (<http://www.qub.ac.uk/directorates/sgc/srecords/Graduations/TicketsandGowns/GownsandHoods/>).

The Graduation ceremonies are a formal occasion and graduands are encouraged to wear formal clothing as appropriate, i.e. no jeans or trainers.

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#### 4b. How do I order my academic gown and where do I collect it from?

You need to order your gown by logging into Qsis and following through the Graduation Wizard. You must indicate your height so that a gown can be allocated for you.

To collect your gown and tickets, you must produce your reference page with proof of payment by web or stamped by the finance department. The reference page will be available for printing on completion of registering for graduation.

The reference page will indicate when to **collect** and **return** your gown and these are managed at the South Dining Hall (beside the Whitla Hall). Please note that a late return will be charged an additional fee of £150 and a failed return will be charged an additional fee of £300.

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#### 5a. How much does it cost?

If you are attending graduation, the fee is £61 which includes your tickets and the hire of gowns and hood. Diploma in Nursing students' fee is £66 which includes the official nursing badge.

If you choose to graduate in absentia, the fee is £10 and for the School of Nursing students, £15 which includes the badge.

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#### 5b. How do I pay for graduation?

**On-line:** It is possible to pay your graduation fees at the point of registration. Please ensure that you retain and present the receipt section when collecting your gown and tickets at the times indicated on the reference page.

For alternative methods of payment, further information is available on our graduation website under "[Fees](#)".

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### **5c. I am not sure if I have any outstanding debts, how can I check?**

Log into your Qsis account and view your Self-Service section. If you identify a negative service indicator (red symbol located at the top beside your name and ID), your graduation will be put on hold. Please click on this and contact information will appear to enable you to resolve the issue.

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### **6a. Graduands and guests with additional special requirements.**

Queen's University will assist graduands and any guests with disabilities and we will endeavour to meet individual needs at graduation ceremonies. Please indicate your needs in the Graduation Registration Wizard when registering or contact us at [s.records@qub.ac.uk](mailto:s.records@qub.ac.uk) / 028 9097 3223 to ensure suitable arrangements are put in place.

The Whitla Hall has wheelchair access and disabled car parking spaces can be reserved in advance. For students or guests with hearing difficulties, an induction loop system is installed in the Whitla Hall, covering the ground floor and the front rows of the balcony.

Guide dogs are welcome and large print/Braille versions of ceremony booklets may be requested.

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### **7a. What happens on graduation day?**

We would recommend that you read the "[On Your Graduation Day](#)" page on the Graduation section of our website. This may be useful in planning for the big day!

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### **7b. Do you have a map of facilities offered at graduation?**

Yes, a map of the [key places](#) to look out for is available on our website.

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### **7c. Is there parking available at the Queens campus?**

Unfortunately we do not facilitate parking for graduands unless they have a disability.

Disabled/mobility car access is permitted on the day of your ceremony to enable graduands/guests to alight from vehicles as close to the hall as possible. Disabled/mobility car parking spaces may also be available on a first come first served basis on the campus, however please note that car parking is limited during the busy graduation period.

For queries regarding Parking contact Security Control: Tel: 028 9097 5099

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### **7d. Will there be any refreshments?**

Light refreshments will be provided at the Garden Party which will run from 3.30pm to 5pm on your graduation day. Tea/coffee, shortbread and strawberries are offered and Champaign is available for purchase.

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### **8a. Due to unforeseen circumstances I am unable to attend my ceremony. Who should I contact?**

You should contact Student Records Graduation Helpline at 028 90 97 3223 or email [s.records@qub.ac.uk](mailto:s.records@qub.ac.uk) as soon as possible.

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### **8b. I have an evening ceremony. Are any of the arrangements different for me?**

No, please follow the regular guidelines.

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### **8c. How long does each ceremony last?**

Each ceremony lasts approximately an hour and a half.

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#### **8d. Do I have to attend the graduation ceremony?**

No, you may wish to defer or graduate in absentia. You must indicate this on the Graduation Registration Wizard by logging into Qsis.

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#### **8e. Where are the ceremonies held?**

The ceremonies are held in the Whitla Hall ([view map](#)).

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#### **9a. What should I do in the case of an emergency?**

Please stay calm, ushers will direct you quickly from the venue. For serious incidents call 999 immediately.

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#### **9b. If I feel unwell during my ceremony, what should I do?**

A safety announcement will be made at the start of the graduation ceremony and will highlight what to do when you feel unwell.

Please make yourself known to a member of staff. You will be directed to the nearest exit and asked for your name so that the ceremony calling list will be altered if necessary.

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#### **10a. Will my name be published in the Ceremonial Programme?**

If you have successfully registered for graduation before the deadline, you will be included in the Ceremonial Programme.

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#### **10b. Will my name be included in the 'Year of XXXX' T – shirt?**

If you have successfully registered for graduation before the deadline, you will be included in the list for T-shirts.

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